



JACK O'CONNELL

State Superintendent of Public Instruction

DEPARTMENT
OF
EDUCATION
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DATE: June 5, 2003

TO: Director/Coordinator of Apprenticeship and Related and Supplemental Instruction Programs

FROM: Albert L. Tweltridge III, Administrator
Regional Occupational Centers and Programs Unit

RE: **2002-2003 Annual Survey of Apprenticeship Related and Supplemental Instruction**

Enclosed are instructions and forms for the 2002-2003 Annual Survey of Apprenticeship Related and Supplemental Instruction (RSI). Please complete and return the attached forms no later than **July 14, 2003** to:

BY EMAIL TO

rdahl@cde.ca.gov

One copy of Certification Page with original signature must be returned by mail.

BY MAIL TO

Richard Dahl
ROCP-CDE
1430 N Street, Ste. 4503
Sacramento CA 95814

NEW SURVEY FORMAT. 2002-2003 annual RSI survey forms have a brand new look. The former and complex survey instrument has been changed to a simpler format. The new survey now comes in three parts, each with a distinctive color. Please take a few minutes to read through the instructions that accompany the new forms.

NEW SURVEY DISTRIBUTION. You and other apprenticeship program contacts at your local education agency will receive this letter, certification form, survey forms and instructions by email **and** by surface mail (U.S.P.O.). One complete copy of your LEA's survey may be returned using either method (Certification forms must be mailed).

CRITICAL DEADLINE. We appreciate that you will need to **expand partial year data** to provide your **best estimate of RSI hours** – but it is **crucial** that you do so in order that we may compile all program information for our RSI report at the **July** California Apprenticeship Council (CAC) meeting. CDE and CCCCCO are working hard together with CAC and CAC partners to protect and build apprenticeship RSI funding.

PROGRAM SPONSORS. You and your program sponsors have an important role in providing accurate and timely apprenticeship program estimates, which is critical to documenting for the legislature the need for additional RSI funding for 2003-2004 and 2004-2005. Please work closely with your apprenticeship program sponsor(s) in the completion of your survey. If you have any questions, please contact Richard Dahl rdahl@cde.ca.gov or (916) 319-0460.

Thank you.

Enclosures

- Instructions, 2002-2003 Annual Survey of Apprenticeship Related Supplemental Instruction
- Samples of Completed 2002-2003 Annual Survey of Apprenticeship Related Supplemental Instruction
- Blank Copies of 2002-2003 Annual Survey of Apprenticeship Related Supplemental Instruction
- Statement of Certification

cc:

CDE Apprenticeship Advisory Committee

Richard Dahl, CDE

Bryan Goyette, DAS